# How to Start burning CDs
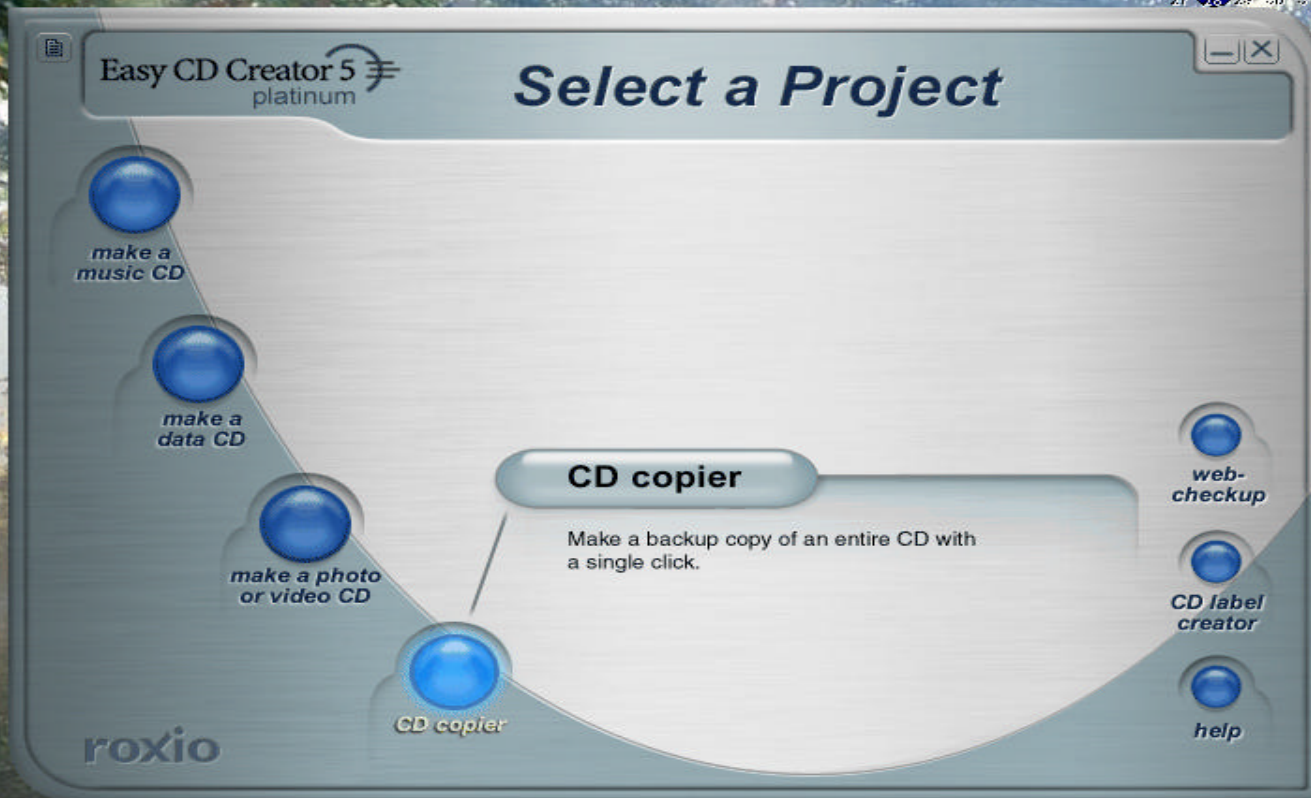
❖ First you have to double click on the Icon for Easy CD Creator 5

❖ Next you will see the start up screen Menu.

# Start up Screen Menu
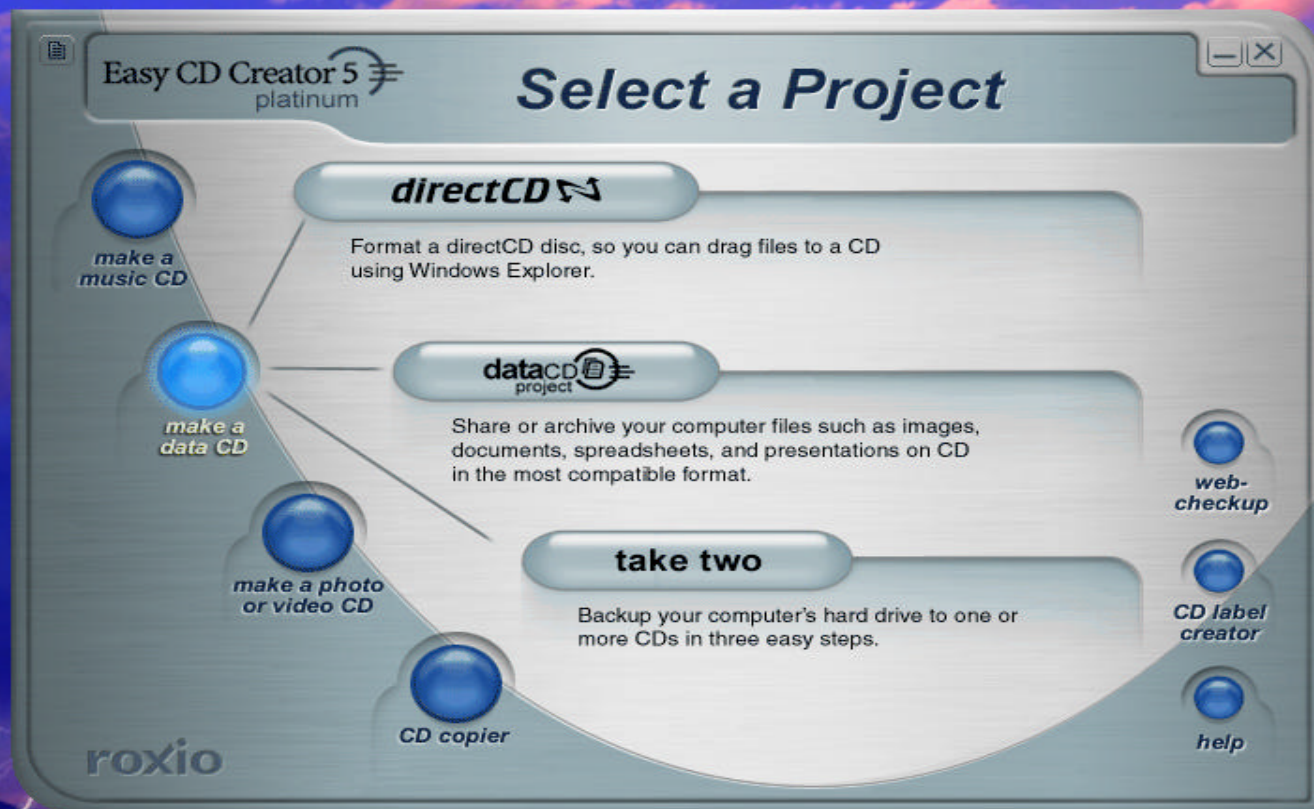
# Selecting a disk to make

* Depending on what your backing up will determine what kind of disk you will make

* Since the majority of us will be using this for back ups lets make a data disk which is used for making disks with things like word docs, PowerPoint Presentations, Excel worksheets, pictures and not music,or movies.

* By clicking on the "Data CD Project" button you will begin the first step. A new screen will come up and this is where you start to grab you files you want to save.

# Making Data Disk

# Data CD Project

# Adding Your Data to a CD

* There is a drop down menu labeled " Select source files" by default it will display your local (c:) and below it will display all the files in you local (c:).

* For instance most people save their files on their Desktop or in their "My Documents"

* You will have to double click on the documents and settings folder and in there find you logon name and double click that

* Here you will find your "My Documents" and "Desktop" Folders in them you find your files.

* Once you find you files you want to back up click on them once and then click the add button.

* You will then see your file in a the space below the add button.

✸ You can also drag and drop directly from your desk top or open folders to the space below the "add" button and this will add them to the CD to without having to hit the add button or search through folders to find you files or pics you want to back up.

# Ready to Burn Disk

# Making a CD

❖ Now that you have added all the files you want to back up the only thing left to do is to hit the RED record button

❖ Make sure you have a blank CD inside the CDROM Burner Drive before you hit the RED record button.

❖ After you hit the RED record button a new window will appear asking for you to select the CD-R Drive which is the CDROM Burner Drive. Leave the write speed at optimal and number of copies depends on you.

❖ Last hit the Start Record button and let it record

# New Window
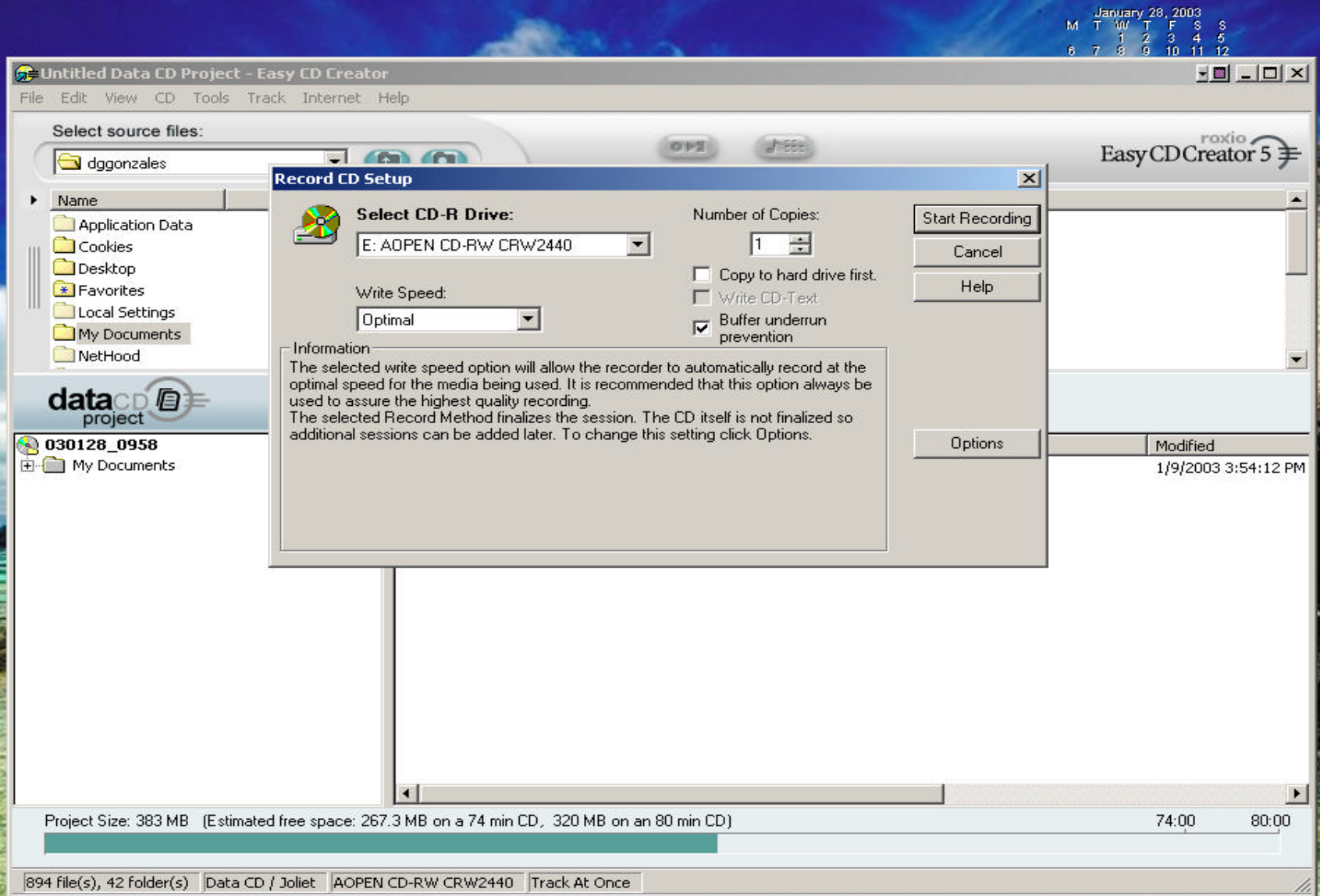
**Untitled Data CD Project - Easy CD Creator**

File   Edit   View   CD   Tools   Track   Internet   Help

Select source files:

dggonzales

roxio
Easy CD Creator 5

**Record CD Setup**

**Select CD-R Drive:**

E: AOPEN CD-RW CRW2440

Write Speed:

Optimal

Number of Copies:

1

☐ Copy to hard drive first.
☐ Write CD-Text
☑ Buffer underrun prevention

Start Recording

Cancel

Help

Options

**Information**
The selected write speed option will allow the recorder to automatically record at the optimal speed for the media being used. It is recommended that this option always be used to assure the highest quality recording.
The selected Record Method finalizes the session. The CD itself is not finalized so additional sessions can be added later. To change this setting click Options.

Name
- Application Data
- Cookies
- Desktop
- Favorites
- Local Settings
- My Documents
- NetHood

**data**CD **project**

030128_0958
My Documents

Modified
1/9/2003 3:54:12 PM

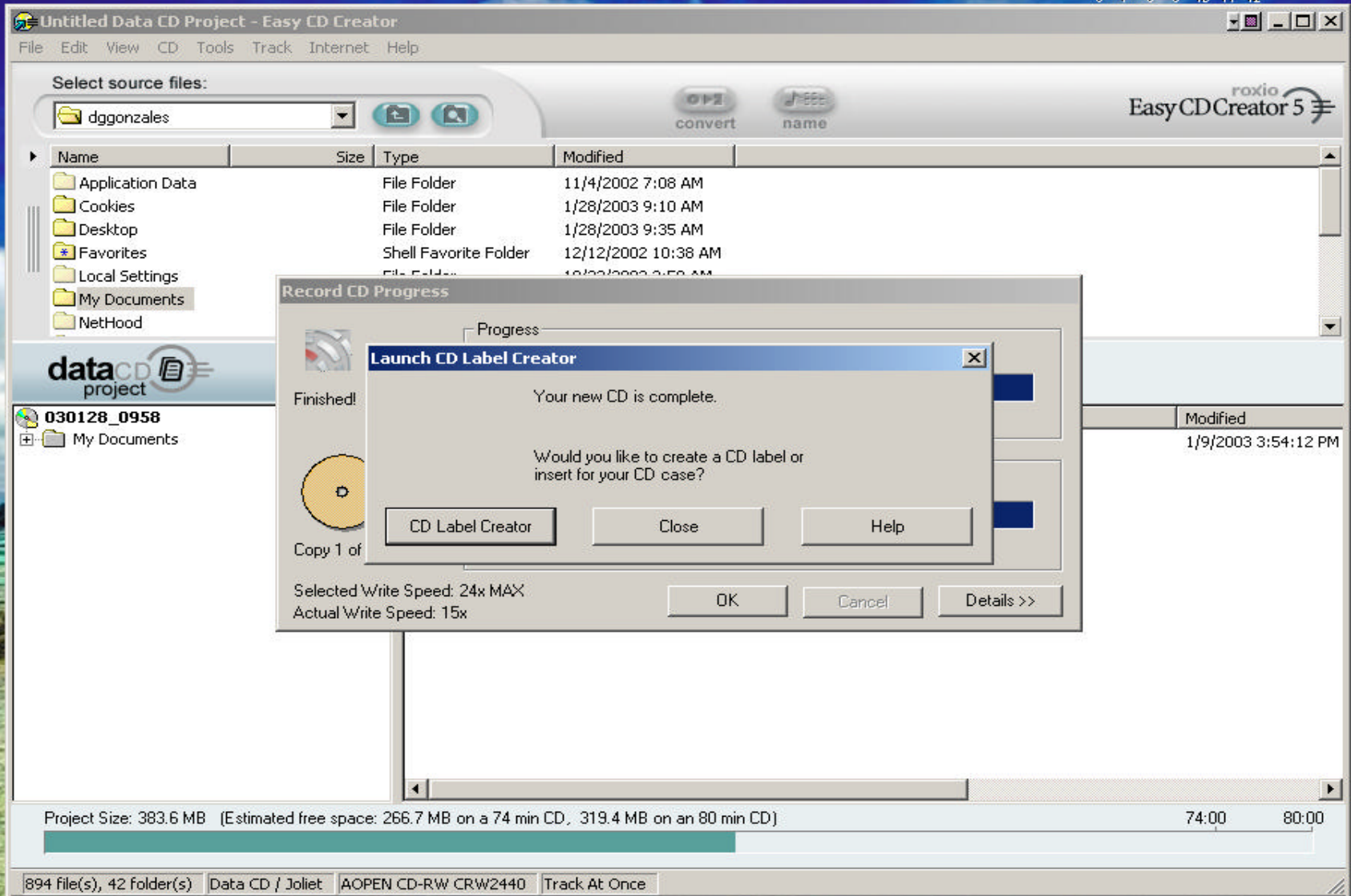Project Size: 383 MB   (Estimated free space: 267.3 MB on a 74 min CD,  320 MB on an 80 min CD)
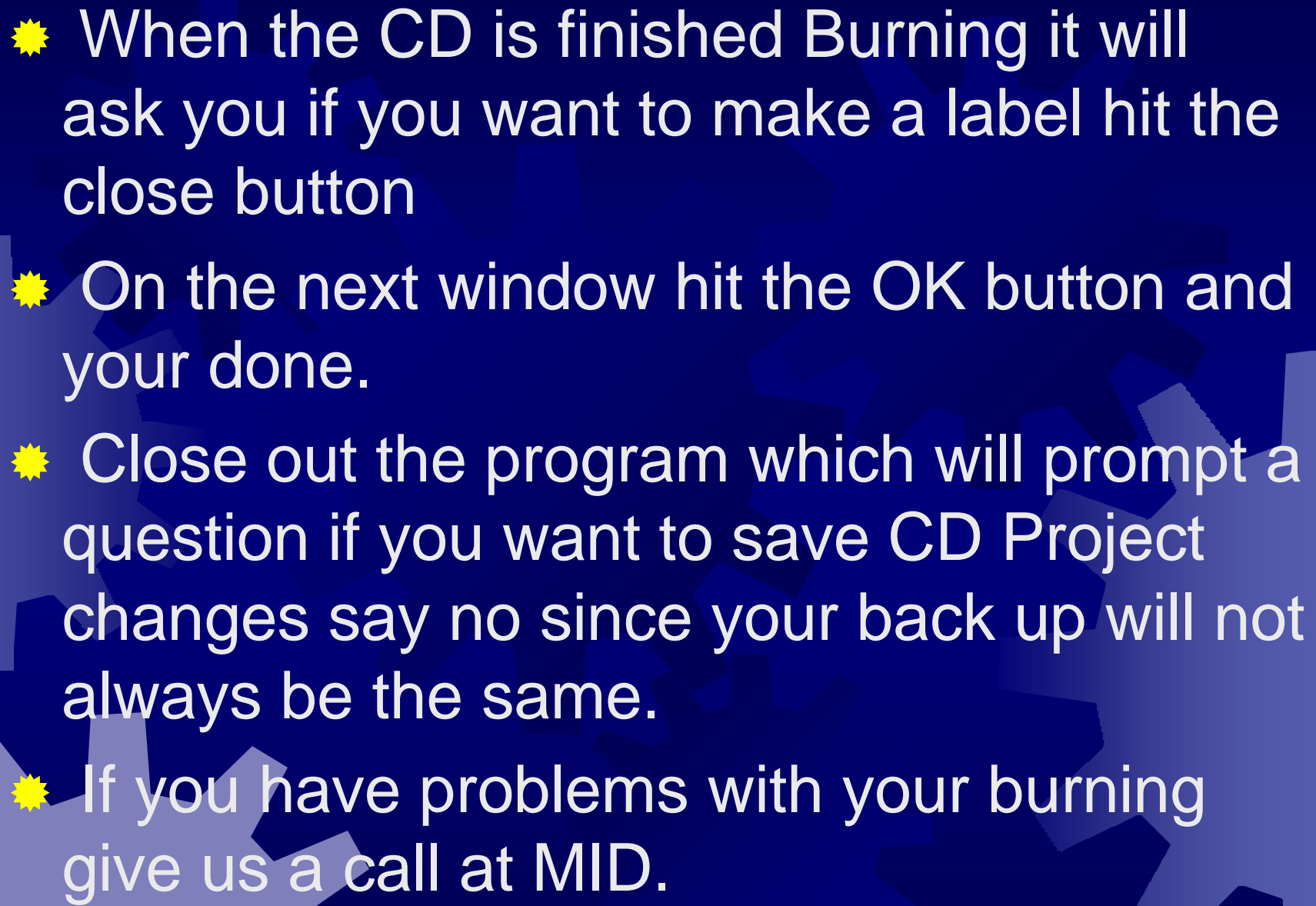
74:00          80:00

894 file(s), 42 folder(s)   Data CD / Joliet   AOPEN CD-RW CRW2440   Track At Once

# Recording Window

# Finished Recording

* When the CD is finished Burning it will ask you if you want to make a label hit the close button
* On the next window hit the OK button and your done.
* Close out the program which will prompt a question if you want to save CD Project changes say no since your back up will not always be the same.
* If you have problems with your burning give us a call at MID.